

Order Form for Satisfaction of Compliance

Use this form to request a Satisfaction of Compliance form to clear the deed and allow the recordation of a property transfer that satisfies the Rental Weatherization Program for one of the following reasons. Processing may take up to 30 days. You will need to record the document that we mail to you at the Register of Deeds in the county where the property is located.

Check One:

☐ **Satisfaction of Stipulation or Waiver based on involuntary transfer** such as foreclosure; bankruptcy; probate or some other involuntary transfer. Include a copy of the official court order document along with a copy of the Stipulation or Waiver. There is no fee for this document.

☐ **Satisfaction of Stipulation or Waiver Based on Owner-Occupancy** – If you are taking over a Stipulation or Waiver from a previous owner in the first year or second year, respectively, include a copy of the Stipulation or Waiver and either:

1. Copies of the closing statements and the Real Estate Transfer Return OR
2. Proof of owner-occupancy which would be any two of the following: copies of the following showing the property address as the owner's mailing address; driver's license; two months of telephone bills; two years of W-2s or two years of property tax bills.

There is no fee for this document. Note that this option is **only available for owner-occupancy that takes place in the first year of a Stipulation, or the first two years of a Waiver**, for a property that has four or less dwelling units. You will also have to sign the Transfer section of the original or certified copy of the Stipulation or Waiver (available from the Register of Deeds).

☐ **Building has been Demolished** - Include a copy of the Stipulation or Waiver **and** one of the following: demolition permit, paid invoice or receipt from the demolition company, Fire Dept letter (test burn) or a letter from a municipal official, on official letterhead, stating the building has been razed.

☐ **Request for Duplicate of a Previously Issued Certificate of Compliance.** Include a copy of the Certificate of Compliance for which you are requesting a recordable duplicate, unless it is listed in our database, and a copy of any associated Stipulation agreement if possible (available from the Register of Deeds). There is a \$50.00 fee for this replacement document. **Make Checks Payable to Wisconsin Department Of Commerce.[REVENUE CODE 7646]**

Mail request form, supporting documents and check, if applicable, to:
Rental Weatherization Program
P.O. Box 7302
Madison WI 53707-7302

The first three choices above have **no fee required**, so you may fax this form and supporting documentation to (608)283-7413.

Request is for property located at: Address _____ City _____

Fill in the name and address of where to send the documents, and daytime phone in case of questions:

First and Last Name and Business Name	
*PLEASE USE STREET ADDRESS - not P.O. Box	
City, State, and Zip Code	
Daytime Phone	